

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



School Finance
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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 09-051

TO: District Superintendents, Business Managers and Head Teachers
FROM: Yousef Awwad, Director of School Finance
DATE: February 26, 2009
SUBJECT: A.R.S. 15-825 (B) - Certificates of Educational Convenience
CEC-B Worksheets & Funding

All required worksheets to claim funding for CEC-B students placed by an agency of the state or a state or federal court (A.R.S. 15-825.B) are available at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The worksheets are to be completed by the District of Attendance (DOA). All students reported on these worksheets must have been issued a certificate from the county schools office, and be reflected on the ADMS 45-1 & 540-1 reports as well as the CEC-B SPED 04 & SPED 16 reports. If you need assistance with the student detail file submission process, please fill out the STaR Request for Training Form located at <http://www.ade.az.gov/schoolfinance/STaR/TrainingAndAssistRequest/RequestForm.aspx>. Please see School Finance Memo 09-052 for complete data submission requirements for CEC-B Students.

The district can either choose to claim the Excess Cost by including these students on the *CEC-B Excess Cost Funding Formula Worksheets* or, if the costs are higher than the calculated excess cost, the district may choose to submit the required documentation for the Actual Cost by completing the worksheet entitled *CEC-B Actual Cost Funding Formula For Group B Children with Disabilities*. In completing the *CEC-B Excess Cost Funding Formula Worksheets*, districts should refer to the Cost Study amounts posted at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. Districts not listed in the Special Education Cost Study will use the state average. Districts that were included in the Special Education Cost Study will use the amounts specific to their district.

If the student attends a private school and the district claims Actual Costs, the district must submit copies of invoice(s) for tuition/services with each student's Actual Costs worksheet. A district letter signed by the Superintendent/Business Manager must be provided that identifies, at a student level, charges for therapy and/or 1:1 aide as a requirement of the student's IEP to be eligible to submit the charges as Actual Costs. In addition, the students SAIS ID number must also be included.

Please return your completed worksheets by March 20, 2009 in order to be eligible for funding during FY 2009. Distribution of these funds is subject to legislative appropriation. Failure to submit worksheets by the due date of March 20, 2009 may result in a reduction of CEC-B funds disbursed to the district.

School Finance will make every effort to complete estimated calculations and submit them to the district in time to include the on page 7 line 5d of the May 15th budget revision.

If you have questions or need assistance in completing these forms please contact Kim Lawrence at (602) 542-8244 or send an email to kim.lawrence@azed.gov.